US Army Corps of Engineers
Huntsville Center

DD Form 1391 Processor System

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April 2007

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http://www.hnd.usace.army.mil

The DD Form 1391 is used by the Department of Defense to submit requirements and justifications in support of funding requests for military construction to Congress.

The DD Form 1391 Processor System is the Web-accessible system that assists users in preparing, submitting, reviewing, correcting, printing and archiving DD Forms 1391 and their associated data, in accordance with Army Regulation 415-15, "Army Military Construction, Program Development and Execution."

Associated with the DD Form 1391 Module are the DD Form 1390, ENG Form 3086 and Congressional Add (CA) Modules. The DD Form 1390 is a summary of projects by installation, fiscal year and program. The ENG Form 3086 is the cost engineer's tool for correct estimation of project costs for the DD Form 1391.

The CA1391 Form, which is a modified clone of a corresponding DD1391 Form is presented to congressional staffers for consideration as a CA project.

Huntsville Center, as the assigned responsible agency for the DD Form 1391 Processor System, is responsible for fielding, operation, maintenance, user assistance and training to customers worldwide.

The DD Form 1391 Processor and related systems cover a broad spectrum of unique needs and requirements associated with policies and procedures governing DD1391 Forms and related documentation.

The U.S. Army Engineering and Support Center, Huntsville, in cooperation with the Assistant Chief of Staff for Installation Management has made the DD 1391 Processor System available via the Internet at https://pax.mech.disa.mil.

To access the system, the user needs Internet access, a standard configuration personal computer, a PAX System Id and a password. About 900 users worldwide currently access the system, which contains more than 35,000 forms.

For information, contact the PAX Support Team at 256-895-1838, or e-mail Paxspt-huntsville@hnd01.usace.army.mil.

The system currently accommodates projects for the following major programs:

- Military Construction, Army (MCA) Army Reserves (MCAR), National Guard (MCNG)
- Production Base Support (PBS)
- Army Family Housing (AFH)
- Non-appropriated Funds (NAF)
- Army and Air Force Exchange Service (AAFES)
- Maintenance and Repair (M&R)
- Defense Logistics Agency (DLA)
- Commercially Financed Facilities (CFF)
- Base Closure, Army (BCA)
- Special Operations Program (SOP)
- Medical Facilities (MED)
- Section 6 Schools (S6S)
- Relocatable Buildings (RB)
- Payment-in-Kind (PIK)
- Defense Finance Accounting Service (DFAS)
- Barracks Upgrade Program (BUP)
- Ballistic Missile Defense Organization (BMDO)
- Chemical Demilitarization (ChemD)
- National Missile Defense (NMD)
- Theater Missile Defense (TMD)
- Operations and Maintenance, Army Contingency Construction (OMACC)

Additional Features

In addition to providing assistance in the preparation of the DD1391 Form, the system also provides the following features:

• Automated assistance in generating project supporting data, including cost estimates and project requirements and deficiency data.

• Automatic tracking of the status of a project as it proceeds through review channels. By accessing the system, the user can monitor the project and see any modification or alteration, and review comments concerning it. The user can also determine the exact location of the project at any time during the military construction planning and programming process.

• Attachments storage/printing capability. Pictures, site maps and other attachments that would help justify/explain the construction requirement may be "attached" to the DD1391 Form.

• Access to review comments made by various offices as a project is submitted or returned for correction by higher headquarters.

• Printing of forms in the formal Office of the Secretary of Defense and Congressional "Budget Book" formats as well as other formats to assist technical reviewers at all organizational levels.

• Automatic interface with PC packages such as PC-Cost, Economic Analysis Software Package (ECONPACK) and Information Systems Cost Estimator (ISCE). These programs are used to generate project cost estimates, economic analyses and

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information systems cost estimates.

• Access to historical information for monitoring changes made to each block of data once a form is submitted to higher headquarters. Additionally, the system maintains a history of all form submittals and returns.

• Controlled access to projects being programmed by other activities for the sharing of information. With the approval of the creator of a DD1391 Form, the system allows a copy of the form to be read by another user.

Additionally, all system users may access the directory of archived forms that represent DD1391 Form projects, which have been successful in the programming and planning process.

• Multiple data retrieval procedures to generate listings of project information in many different formats.

• The ability to generate and print DD1391 Form information utilizing metric or English measurements. The automatic conversion from English to metric and metric to English is provided to system users.